



## What is zipCommunity™?

zipLogix™ proudly introduces zipCommunity™, a collaborative tool promoting secure correspondences between real estate professionals and their clients or other transaction parties.

Wire-fraud is an issue that poses an increasing threat to the security of sensitive personal information exchanged within online real estate transactions. For this reason, zipLogix™ has taken steps to help you protect your clients' sensitive personal and financial information, as well as your own interests by creating zipCommunity™. Now, you can share documents, chat, and monitor changes made to any forms by your collaborators in real-time, all without leaving your own zipForm® Plus account!

## zipCommunity™ Features:

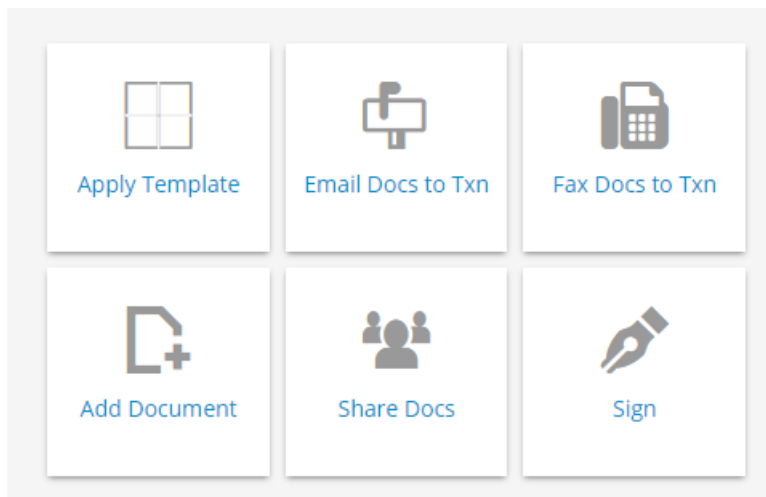
Now, the following features can be accessed via zipCommunity™:

- Private Share
- Public Share
- Chat

## zipCommunity™ Private Share

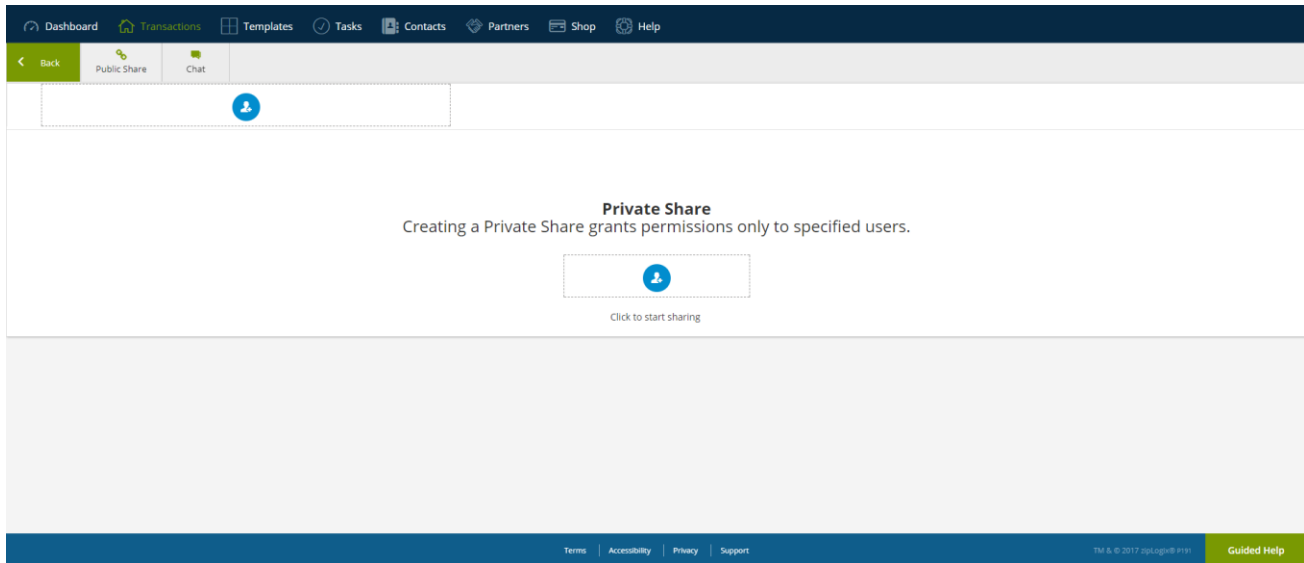
zipCommunity™ Private Share is a new tool allowing real estate professionals to share documents securely via zipForm® Plus. Private Share eliminates the need, in many cases, for you and your clients to meet in person in order to complete tasks necessary to close a deal.

1. Click on the “Share” icon, located on the right side of your Transaction Summary page.





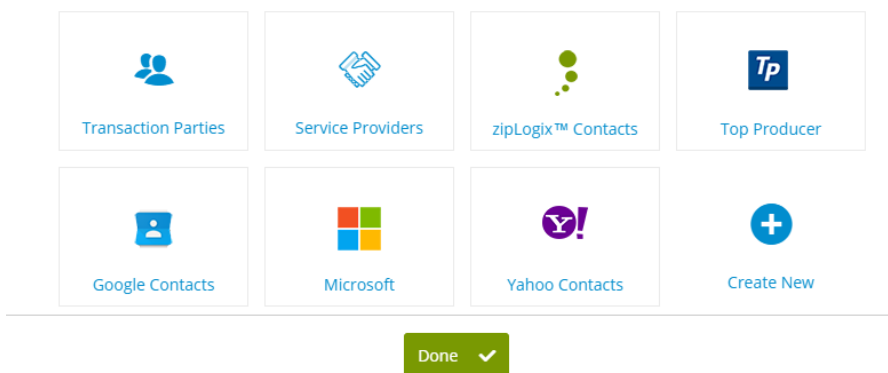
2. Enter into your secure zipCommunity™ area and click on “Private Share.”



3. Select the individual with whom you would like to securely share documents.

Add person

Select or add person to share with








4. Set your collaborator's permissions\*, select a "Stop sharing date," and click "Next."

## User Permissions

Set sharing permissions for **Jane Doe**

|  |                      |  |
|--|----------------------|--|
| <br>Jane Doe<br>ziplogixagent@gmail.com | Can edit forms       | <input checked="" type="checkbox"/> Yes  |
|  | Can upload documents | <input type="checkbox"/> No  |
|  | Can view history     | <input type="checkbox"/> No  |
|  | Stop sharing date    | 12/11/2017  |

[Close](#) 


[Next](#)

\*Can edit forms option only available in Broker Administrators and Individual Agent accounts.








5. Choose documents to share by selecting the check box located just to the left of your preferred document(s).


Share Documents


Select the forms or documents you want to share with **Jane Doe**

Show All 

■ - 3672 Marygrove Cir.

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> |  Buy - Sell Agreement (7 Page) 01-17-2017  |
| <input type="checkbox"/>            |  Checklist                                 |
| <input type="checkbox"/>            |  History                                   |
| <input checked="" type="checkbox"/> |  EarnestMoney Water Agreement              |
| <input type="checkbox"/>            |  Document                                  |
| <input type="checkbox"/>            |  Standard Listing Contract - [SLC]         |
| <input type="checkbox"/>            |  Buy - Sell Agreement (7 Page) - [BUYSELL] |

[Close](#) 

[Save](#) [Send & Save](#) 



6. Click “Send and Save.”



7. Enter in text for your email, and click “Send.”

**Community Invitation**

Send Using ..

To:  
Jane Doe (ziplogixagent@gmail.com)

Subject:  
3672 Marygrove Cir. Collaboration

Dear Jane Doe

Lorraine Larkin has invited you to collaborate on documents for 3672 Marygrove Cir..

Hi Jane,  
Please fill in your information for these documents.  
Thank you!  
Lorraine

Characters remaining:172

Send

8. The collaborator will receive an invitation via email to review the shared documents.

**Collaboration Invitation**

Agent Lorraine Larkin  
Photo Invitation For 3672 Marygrove Cir.

**Dear Jane Doe,**  
Lorraine Larkin is sharing documents for 3672 Marygrove Cir. with you. Click on the "View Documents" button below sign in and view the shared documents.  
Hi Jane, Please fill out and review the necessary information in these documents.  
Thank you! Lorraine

View Documents

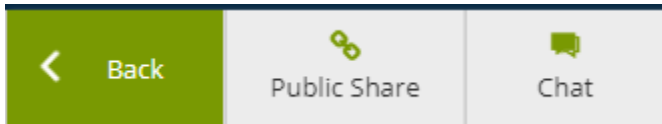
If you have a zipForm® Plus account already, you can use the Share Key code below to view the shared documents.  
DFEW-RL6K



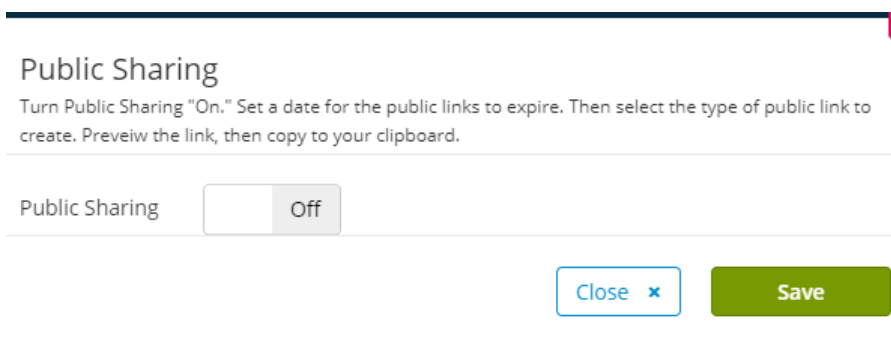
## zipCommunity™ Public Share

zipCommunity™ Public Share lets you share a document or document set with more than one individual at a time.

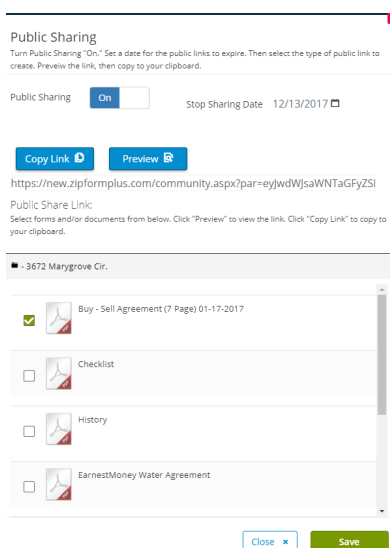
1. From the upper left corner of your secure, zipCommunity™ area, click “Public Share.”



2. Click the toggle to turn Public Sharing to “On.”



3. Select a “Stop sharing date” to the right of the toggle, then select your document(s) to share.





4. Click “Copy Link,” then click “Save.” You may now copy & paste the link to your selected documents into any email correspondence.

The screenshot displays the zipCommunity interface for document management. At the top, there are two buttons: "Copy Link" and "Preview". Below these is a URL: <https://new.zipformplus.com/community.aspx?par=eyJwdWJsaWNTaGFyZSI>. The section is titled "Public Share Link" and includes instructions: "Select forms and/or documents from below. Click 'Preview' to view the link. Click 'Copy Link' to copy to your clipboard." A list of documents is shown under the heading "- 3672 Marygrove Cir.":

- Buy - Sell Agreement (7 Page) 01-17-2017
- Checklist
- History
- EarnestMoney Water Agreement

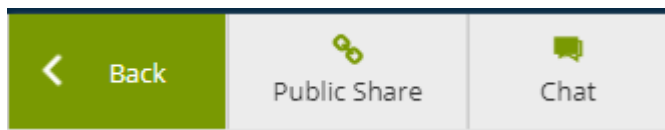
Below the document list, there is a "Public Sharing" section with a toggle set to "On" and a "Stop Sharing Date" of 12/13/2017. At the bottom of the interface, there are "Close" and "Save" buttons.



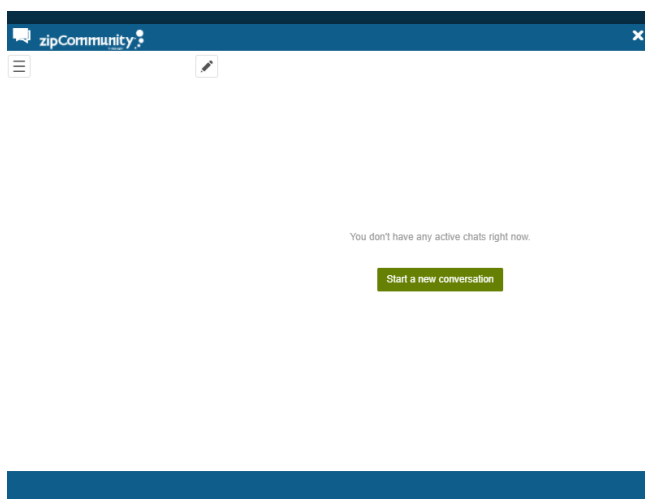
## Chat via zipCommunity™

Take your correspondences with clients and other transaction parties to the next level with the zipCommunity™ Chat feature! Chat allows you to easily send instant messages to another individual with whom you are sharing transaction documents.

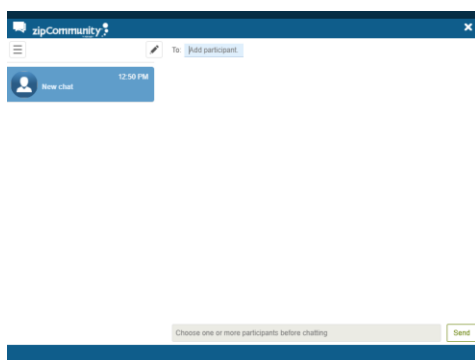
1. Click “Chat”



2. Click on “Start a new conversation.”

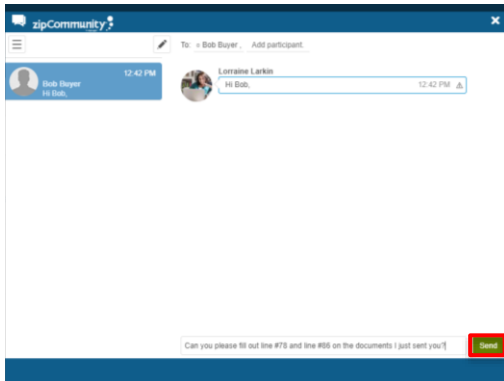


3. Select an individual to chat with, or add a new participant to your chat log to contact.





4. Type in your message and click “Send.”



5. The other transaction party will receive your message, and can respond to you via the chat box on his or her end.

